

Schedule 45-5

LABOR DEPARTMENT PERSONNEL/TRAINING DIVISION

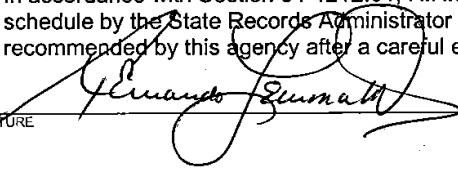
JUNE 3, 1999

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

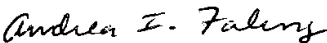
**REQUEST FOR APPROVAL OF RECORDS
RETENTION AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER 45-5
	AGENCY, BOARD OR COMMISSION Department of Labor
	DIVISION, BUREAU OR OTHER UNIT Personnel / Training Division
Supersedes Edition of October 31, 1989	

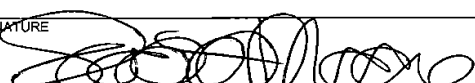
PART I – AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	
TITLE Commissioner of Labor	DATE 5/21/99

PART II – ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE * 	DATE May 26, 1999
STATE ARCHIVIST	

PART III – APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE * 	DATE 6-3-99
ADMINISTRATOR	

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 45-5 – LABOR DEPARTMENT- PERSONNEL/TRAINING DIVISION

45-5-16 AGENCY TRAINING RECORDS

Documents include employee attended agency training sessions, tuition reimbursed education courses taken by employee, and other general training information.

Dispose of after 5 years.

45-5-1 ATTENDANCE REPORTS

Individual accounting of time worked and absences.

Transfer to the State Records Center after 1 year; dispose of after 2 years provided audit has been completed.¹

45-5-2 COST CENTER STAFFING REPORT

Listing by cost center of current staff.

Dispose of after 2 years.

45-5-15 COVERAGE RECORD - Department of Labor, Division of Employment

Annual printout of participants in the retirement plan administered by the Principal Financial Group. Includes name of employee, date of birth, date of employment, benefit earnings, pension benefits, employee contributions, normal retirement date, etc.

Dispose of after all participants have left the plan.

45-5-3 EMPLOYEE MASTER FILE LIST

Computer output microfilm (COM) and printout of employees, including leave information.

PRINTOUT: Dispose of after 2 years provided audit has been completed.¹

SECURITY MICROFICHE: Transfer to security storage; dispose of after 5 years.

MICROFICHE WORK COPY: Dispose of after 5 years.

45-5-4 EMPLOYMENT HISTORY FILES

History files of employees as outlined in Schedule #124.

Transfer to the State Records Center 2 years after termination of employment; dispose of 10 years after termination of employment.

45-5-5 LEAVE ACTIVITY AND ACCRUAL REPORT

A listing by Social Security Number indicating leave accrued and taken for each permanent employee for the month.

Dispose of after 2 years provided audit has been completed.¹

45-5-6 LEAVE APPLICATION - FORM DE-15

Employee's individual application for leave.

Dispose of 1 year following the end of the fiscal year to which the records pertain provided audit has been completed.¹

45-5-7 LEAVE BALANCE REPORT

A listing by cost center indicating leave earned and taken for the current year.

Dispose of after 2 years provided audit has been completed.¹

45-5-8 LEAVE RECONCILIATION REPORT

A listing comparing leave hours on monthly time sheets and leave slips.

Dispose of 1 year following the end of the fiscal year to which the records pertain provided audit has been completed.¹

45-5-9 LEAVE RECORD - FORM DE-2

Attendance cards maintained by individual sections which are checked against computerized Attendance Reports.

Dispose of after year-end balancing.

45-5-10 LIFE INSURANCE CENSUS REPORT

Listing of employees and coverages under Principal Financial Group Policy used for valuation purposes.

Dispose of after 2 years provided audit has been completed.¹

45-5-11 NEIS LEAVE ADJUSTMENT REPORT

A listing indicating adjustments to NEIS by comparing NEIS leave balances and Labor Personnel System leave balances at the end of common pay periods. NEIS balances are corrected to match Labor Personnel System balances.

Dispose of after 2 years provided audit has been completed.¹

45-5-12 NON-LEAVE EMPLOYEE MASTER FILE LIST

Listing of employees, title classification, salary, date employed, birth date, anniversary date, etc.

Dispose of after 3 months.

45-5-13 NON-LEAVE EMPLOYEE MASTER FILE LISTING BY CLASS CODE SEQUENCE

Listing of employees, title classification, salary, date employed, birth date, anniversary date, etc., by class code sequence.

Dispose of after 3 months.

45-5-14 OVERTIME REPORTS - FORM DE-70

Dispose of after 2 years provided audit has been completed.¹

45-5-17 RECRUITMENT FILES

Selection and recruitment records of employees.

Dispose after 5 years.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet